

**SERVICE REGULATIONS
AND
PERSONNEL POLICY OF THE EMPLOYEES**

**THE YMCA COLLEGE OF PHYSICAL EDUCATION
NANDANAM : MADRAS - 600 035**

**(AN AUTONOMOUS COLLEGE AFFILIATED TO THE
UNIVERSITY OF MADRAS)**

**A PROJECT OF THE NATIONAL COUNCIL OF THE
YMCA'S OF INDIA**

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PREAMBLE

The YMCA College of Physical Education, Madras is expanding its services and in recent years major developments have taken place which necessarily lay's, a heavier administrative responsibility in the smooth functioning of various Projects.

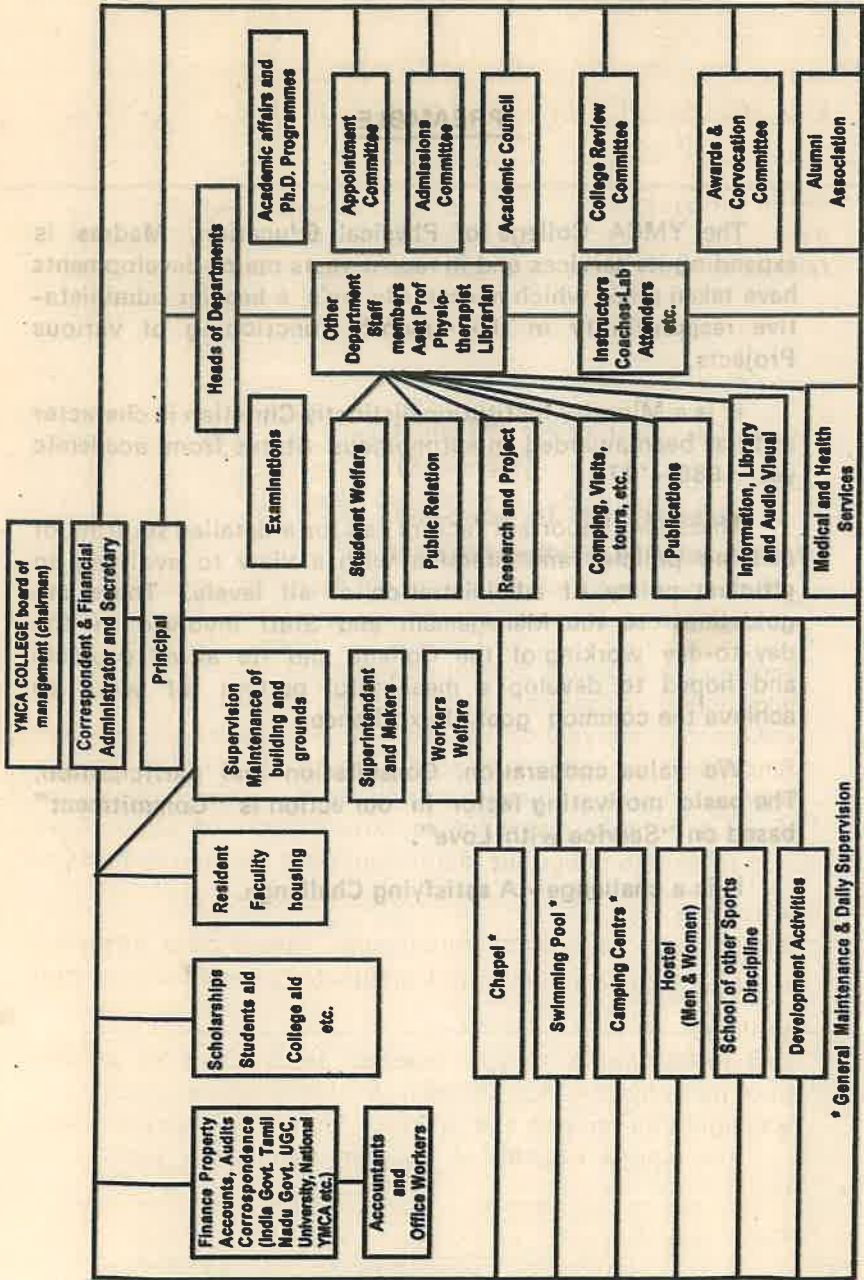
It is a Minority Institution distinctly Christian in character and has been awarded an autonomous Status from academic year 1986 - '87.

These two important factors call for a detailed scrutiny of existing policies and practice with a view to evolving an efficient policy of administration at all levels. These are guidelines to the Management and Staff involved in the day-to-day working of the College and its allied projects and hoped to develop a meaningful pattern of work to achieve the common goal of excellence.

We value cooperation, Consultation and participation, The basic motivating factor in our action is "Commitment" based on "Service with Love".

It is a challenge - A satisfying Challenge.

ADMINISTRATIVE STRUCTURES



* General Maintenance & Daily Supervision

**CODE OF CONDUCT FOR THE STAFF OF THE
YMCA COLLEGE OF PHYSICAL EDUCATION
MADRAS-35**

1. Every teacher or other person employed at the College shall discharge his duties efficiently and diligently and shall conform to the rules and regulations in force.
- 1-A. It shall be the duty of a teacher or any other person employed in the college to do any work in connection with an examination conducted by the University or any college if he is required to do so by the Vice-Chancellor, the Registrar of the University, or by the Principal of the College as the case may be, with prior concurrence.
2. No teacher or other person employed in the College shall absent himself from his duties without leave or prior permission. In case of sickness or absence on medical grounds a medical certificate to the satisfaction of the College authorities shall be produced within a week.
3. No teacher or other person employed in the College shall engage himself directly or indirectly in any trade or business. In the case of remunerative work like private tuition, etc. specific sanction of the College Board of Management shall be obtained in writing.
- 4-A. No teacher or other person employed in the College shall send any application for employment under any other agency except through the college authorities.
- B. The College authorities shall not withhold any such application. It shall however be open to the College Board of Management to prescribe reasonable conditions for relieving him;

5. When a teacher or other person employed in the College seeks to accept honorary work without detriment to his duties, prior permission of the College authorities in writing shall be obtained.
6. A teacher or other person employed in the college when involved in a criminal proceedings, shall inform the Board of Management of the college of such proceedings.
7. No teacher or other person employed in the college shall engage himself in any political activity. He shall not associate with any political party or any organisation which takes part in politics or subscribe to, or assist in any political movements.
8. No teacher or other person employed in the college shall contest or participate in or canvass for any elections. Such restriction will not however apply to the teachers in respect of elections to the teachers' constituencies.
9. No teacher or other person employed in the college shall bring or attempt to bring any political or other influence on his superior authority in respect of his individual service interests,
10. No teacher or other person employed in the College shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the Security of the state, the friendly relation with foreign states, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
11. No teacher or other person employed in the college shall indulge in any criticism of the policies of the Government or College either directly or indirectly or participate in activities which bring disrepute to the Government or college. (Explanation : Adoption of

legitimate methods of ventilating grievance shall not be considered as criticism of the Government/College.)

12. Being a residential College, Staff will be accommodated as far as possible in the Staff quarters, but this is meant only for teaching Staff so long as they are in service with the YMCA College of Physical Education. On the day of leaving the service, on retirement, resignation termination, etc. they will have to vacate the quarters for the use of the others.

13. Staff involvement in College work during daily sessions, examinations, summer courses, college functions, seminars, Projects and all organised programmes is compulsory.

Form of Agreement to be executed by the Board of Management of the YMCA College of Physical Education in respect of permanent teacher.

Agreement made this.....day of.....
one thousand nine hundred.....between the
College Board of Management of.....College
of the One Part and..... (teacher) of
the other part.

Whereas the College Board of Management has agreed to engage the said Thiru/Thirumathi/Selvi..... hereinafter referred to as the said teacher to serve in theCollege in the capacity of a teacher and on the pay and allowance hereinafter mentioned.

Now these presents witness and the parties hereunto do hereby agree as follows :-

1. That the College Board of Management shall employ the said teacher as a.....in the College at.....from the date of his/her taking Charge of such appointment until such employment is determined as hereinafter provided.

2. That the said teacher shall be on probation for a period of not less than one year upto 2 years from the date of taking charge of his/her appointment. The College Board of Management may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, the said teacher shall be deemed to have completed his/her probation.

3. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal or College Board of Management of the said College.

(b) If the said teacher is a Principal he/she shall, in that capacity, be responsible for the internal management of the College and the academic work of the College and exercise such powers as may be necessary for the due discharge of his/her duties.

4. That the said teacher shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the principal, and if he/she is a principal, without the prior permission of the College Board of Management. In case of sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the principal or if the said teacher is a principal he/she shall send communication to the College Board of Management.

5. That the said teacher shall during the tenure of employment devote his/her attention to the duties of his/her employment and shall not on his/her own account or otherwise either directly or indirectly, carry on or to be concerned in any trade, business or canvassing work, private tuition or the like, of a remunerative nature without the specific sanction of the College Board of Management in writing in that behalf.

6. That the said teacher and the College Board of Management shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges [Regulation] Rules, 1976, to the extent applicable to the minority Institutions.

7. (a) That The college Board of Management shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him/her

in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him/her and giving him/her in writing reasonable time to send his/her explanation to the College Board of Management.

(b) After considering his/her explanation the college Board of Management shall communicate to him/her its findings and, if so desired by the said teacher, conduct a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine any of the witnesses and also produce witnesses.

(c) After conduct of the personal hearing or enquiry by the college Board of Management the report of such personal hearing or enquiry shall be furnished to the said teacher and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her and after taking it into consideration, the college Board of Management shall inform him/her in writing about its final decision.

8. If shall be open to the college Board of Management at any time, if satisfied on medical evidence that the said teacher is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the college for the regular discharge of his/her duties subject to a minimum of one month's full pay and allowances.

9. That the said teacher shall be entitled to have his/her services terminated either by giving to the college Board of Management three months notice thereof in

writing or by paying the college Board of Management three months pay and allowances in lieu of such notice if he/she is a permanent teacher. In the case of a teacher who is not permanent, the period of notice shall be two months and the amount payable in lieu thereof shall be two months pay and allowances.

10. That the college Board of Management may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said teacher for any irregularity namely :-

(i) Censure,

(ii) Withholding of increment, with or without cumulative effect,

(iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said teacher only in respect of penalties other than censure. Such entries shall be made only after the appeal if any, preferred by the said teacher is disposed off.

11. That the said teacher shall be paid a sum of Rs.....per mensem in the scale of pay of Rs..... with effect from.....and other allowance granted by Government from time to time. Such teacher shall be entitled to increment indicated in the said scale.

12. Any permanent teacher whose certificate is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his/her relief, on the expiry of the term of his/her punishment.

The college Board of Management shall reinstate him/her in the post which he/she held before such punishment was imposed.

In witness whereof.....the Secretary of the College Board of Management and Thiru.....have hereunto set their hands on the day, month and year first written above.

Signed by the said.....
(Secretary)

Signature of the Secretary of
the College Board of Management.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Signed by the said.....

(Teacher)

Signature of the Teacher.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Form of Agreement to be executed by the Board of Management of the YMCA College of Physical Education in respect of temporary teacher.

Agreement made this.....day of.....one thousand nine hundred.....between the college Board of Management of.....college.....of the one part and.....(teacher) hereinafter referred to as "the said teacher" of the Other Part ;

Whereas the College Board of Management has offered to engage the said Thiru/Thirumathi/Selvi.....to serve in the.....College in the capacity of a teacher on a purely temporary basis and on the pay and allowances hereinafter sanctioned ;

And whereas the said Thiru/Thirumathi/Selvi.....has accepted the offer to serve as a teacher in the college;

Now these presents witness and the parties hereto hereby agree as follows :-

1. That the College Board of Management shall employ the said teacher and the said teacher shall serve as a teacher in the college at.....purely on a temporary basis from the date of his/her taking charge of his/her appointment until such appointment is determined as hereinafter provided.

2. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the order and instructions of the Principal of the college or the Board of Management of the said college.

(b) If the employee is a principal he/she shall in that capacity be responsible for the internal management of the colleges and the academic work of the college and shall exercise such powers as may be necessary for the due discharge of his/her duties.

(3) That the said teacher will not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal and if he/she is a

Principal, without the prior permission of the college Board of Management. In case of sickness or other inevitable causes, he/she shall forward proper medical certificate, or communication explaining the extraordinary circumstances to the Board of Management. If the said person is a Principal he/she will send such communication to the College Board of Management.

4. That the said teacher shall, during the tenure of employment devote his/her attention to the duties of the said employment and shall not on his/her own account or otherwise, either directly or indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative nature without the specific sanction of the college Board of Management in writing in their behalf.

5 That college Board of Management shall have the right to discharge the said teacher without assigning any reason at the end of the specific period for which he/she has been engaged as a temporary teacher.

6. That the said teacher and the college Board of Management shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules 1976 to the extent applicable to the minority institutions.

7. That the said teacher shall be entitled to relinquish his/her appointment at the end of the specific period for which he/she has been appointed or earlier if he/she so desires.

8. That the said teacher shall be paid a sum of Rs..... monthly as pay and other allowances with effect from the date of his/her taking charge as such teacher.

In witness where of the Secretary of the College Board of Management and the said teacher have hereunto set their hands on the day, month and year first written above.

Signed by the said.....
(Secretary)

Signature of the Secretary of the
College Board of Management.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

Signed by the said.....

(Teacher)

Signature of the Teacher

In the presence of :-

(1) First Witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

(Secretary)
Signature of the Secretary of the
College Board of Management

Form of Agreement to be executed by the Board of Management of the YMCA College of Physical Education in respect permanent employees other than teachers

Agreement made this.....day of.....
one thousand nine hundred.....between the
College Board of Management of.....College of
the one Part and.....(employee) of the Other
Part ;

Whereas the College Bord of Management has agreed to engage the said Thiru/Thirumathi/Selvi..... (hereinafter referred to as the "said employee") to serve in the.....College in his/her capacity of a (name of the post to be inserted) and on the pay and allowances hereinafter mentioned.

Now these presents witness and the parties hereunto hereby agree as fallows :-

1. That the College Board of Management shall employ the said employee as a.....in the College at.....from the date of his/her taking charge of such appointment until such employment is determined as hereinafter provided.

2. That the said employee shall be on probation for a period of not less than one year upto 2 years from the date of taking charge of his/her appointment. The College Board of Management may for reasons to be recorded in writing extend the period of probation, to a further period not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, the said employee shall be deemed to have completed his/her probation.

3. That the said employee shall employ himself/herself honestly, efficiently and diligently under the instructions of the Principal or College Board of Management of the said College.

4. That the said employee shall not normally or on any pretext absent himself/herself from his/her duties without the previous permission of the Principal. In case of sickness or other inevitable causes, he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Board of Management.

5. That the said employee shall during the tenure of employment devote his/her own account or otherwise either directly or indirectly carry on or to be concerned in any trade, business or canvassing work, of a remunerative nature without the specific sanction of the College Board of Management in writing in that behalf.

6. That the said employee and the College Board of Management shall conform to all the provisions of the Tamil Nadu private Colleges (Regulation) Act, 1976, and the Tamil Nadu Private College (Regulation) Rules, 1976 to the extent applicable minority institutions.

7. (a) That the College Board of Management shall not dismiss, remove or reduce in rank or terminate the service of the said employee without informing him/her in writing of the grounds on which they intend to take action and shall follow the punishment to be imposed on him/her and giving him/her in writing reasonable time to send him/her explanation to the College Board of Management,

(b) After considering his/her explanation, the College Board of Management shall communicate to him/her its findings and if so desired by the said employee, conduct a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine any of the witnesses and also produce witnesses.

(c) After the conduct of the personal hearing or enquiry by the College Board of Management the report of such personal hearing or enquiry shall be furnished to the said employee and a notice shall be issued to him/her setting out proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her and after taking it into consideration, the College Board of Management shall inform him/her in writing about its final decision.

8. It shall be open to the College Board of Management at any time if satisfied on medical evidence that the said employee is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services, on paying him/her three months pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the College for the regular discharge of his/her duties and subject to a minimum of one month's full pay and allowances.

9. That the said employee shall be entitled to have his/her services terminated either by giving to the College Board of Management three months' notice thereof in writing or by paying the College Board of Management three months pay and allowances in lieu of such notice.

10. That the College Board of Management may impose major punishments such as dismissal, removal, or reduction in rank or termination of service or any of the following minor punishment on the said employee for any irregularity.

- (i) Censure :
- (ii) Withholding of increment, with or without cumulative effect ;
- (iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of

increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said employee only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said employee is disposed of by the competent appellate authorities specified in the rules.

11. That the said employee shall be paid a sum of Rs.....Per mensem in the scale of Pay of Rs.....by Government from time to time. Such employee shall be entitled to increments according to the said scale of pay.

12. Any employee who is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his/her punishment.

The college Board of Management shall reinstate him/her in the post which he/she held before such punishment was imposed.

13. This agreement is always subject to modifications as may be made by the College Board of Management in pursuance of any rule, regulation, or order of the authorities of the University or any other law for the time being in force now.

In witness whereof.....the Secretary of the College Board of Management and Thiru.....have hereunto set their hands on the day, month and year first written above.

Signed by the said.....
(Secretary)

Signature of the Secretary of
the College Board of Management.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Signed by the said.....

(Employee)

Signature of the Employee

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Form of Agreement to be executed by the Board of Management of the YMCA College of Physical Education in respect of the temporary employee other than teachers

Agreement made this.....day of.....
one thousand nine hundred.....between the
College Board of Management of.....College of
the One Part and.....(employee) of the other
Part :

Whereas the College Board of Management has offered to engage the said Thiru/Thirumathi/Selvi.....
(hereinafter referred to as the "said employee") to serve in the.....College in the capacity of a
..... on a temporary basis and on the
pay and allowances hereinafter mentioned.

And whereas the said Thiru/Thirumathi/Selvi.....
has accepted the offer to serve as a.....in
the College.

Now, these presents witness and the parties hereto hereby agree as follows :-

1. That the College Board of Management shall employ the said employee and the said employee shall serve as a
.....in the College at.....on
a temporary basis from the date of his/her taking charge of his/her appointment for a period of month from the date of taking charge or until such appointment is determined as hereinafter provided.

2. That the said employee shall employ himself/herself honestly, efficiently and diligently under the order and instructions of the Principal of College, or the Board of management.

3. That the said employee will not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Principal. In case of

sickness or other inevitable causes, he/she shall forward proper medical certificate or communication explaining the circumstances to the Board of Management.

4. That the said employee shall, during the tenure of his/her employment devote his/her attention to the duties of the said employment and shall not on his/her own account or otherwise, either directly or indirectly carry on or be concerned in any trade, business or canvassing work, or the like of a remunerative nature without the specific sanction of the college Board of Management in writing in that behalf.

5. That the college Board of Management shall have the right to discharge the said employee without assigning any reason at the end of the stipulated period of..... months from the date of taking charge for which he/she has been engaged temporarily.

6. That the said employee and the college Board of Management shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 and the Tamil Nadu Private Colleges (Regulation) Rules, 1976 to the extent applicable to the minority institutions.

7. That the said employee shall be entitled to relinquish his/her appointment at the expiry of the period of which he/she has been appointed or with the consent of the College Board of Management at any time earlier he/she so desires.

8. That the said employee shall be paid a sum of Rs..... monthly as pay and other allowances with effect from the date of his/her taking charge as such.

In witness where of.....the Secretary of the College Board of Management and the said employee have hereunto set their hands on the day, month and year first written above.

Signed by the said.....
(Secretary)
Signature of the Secretary of the
College Board of Management.

In the presence of :-

(1) First witness -

Signature

Name

Address

Occupation

Signed by the said.....

(Employee)

Signature of the employee

In the presence of :-

(1) First Witness -

Signature

Name

Address

Occupation

(2) Second witness -

Signature

Name

Address

Occupation

Signature of the Secretary of the College Board of Management

**DISCIPLINARY ACTION - PUNISHMENT - DISMISSAL
UNDER (7a) OF THE AGREEMENT WITH
PERMANANT TEACHERS**

Punishment by way of fine may be imposed for minor breachea of conduct. The fine may be levied by either the Principal or the Correspondent. If the violation is a serious one affecting the prestige and status of the College, Disciplinary proceedings may be taken up by issuing Charge Memo and calling for explanation and the same would be placed to the Consultaive Committee.

Staff may be dismissed from service or removed from office of reduced from confirmed status or warned for commission of any misconduct.

- i) Acts of indiscipline and insubordination or disobedience of any lawful and reasonable order of the superior.
- ii) Absence without leave or habitual overstay of leave without any grounds or satisfactory explanation.
- iii) Theft, fraud, or dishonesty in connection with College's property, money etc.
- iv) Habitual late attendance.
- v) Drunkenness, drug addiction, indecent behaviour etc.
- vi) Wilful damage to the property of the employer.
- vii) Habitual neglect of work
- viii) Disclosing confidential information to unauthorised person
- ix) Act of immorality, gambling etc.
- x) Quarelling with other employee during the duty hours.

- xi) Acts of subversive nature
- xii) Any court conviction for any offence involving moral turpitude or for any offence where his continued association is likely to bring discredit to the College.
- xiii) Without the previous sanction of the competent authority staff communicating with press/Radio/T.V on matters related to the College administration.
- xiv) writing report, publishing or passing information affecting the prestige of the Institution.
- xv) Openly commenting on the Institution that may have an adverse effect.
- xiv). Removing and taking away Records or registers or property of the College.

**THE YMCA COLLEGE OF PHYSICAL EDUCATION
NANDANAM : MADRAS - 600 035**

Discipline-employee of the Collegs :

CATEGORIES OF STAFF

- a. Estate staff (Estate Supervisor, Camping Superintendent
Swimming Pool Staff)
- b. College Teaching Staff
- c. College Office Staff
- d. Playground Staff
- e. Watchman/Waterman
- f. Sweepers & Scavengers

Categories of Punishment

1. Written warnings 2. Fines 3. Censures
4. Increment Stoppage 5. Suspension 6. Termination
7. Dismissal

NOTE : 1, 3, 4, 5, 6 & 7 are applicoble to all staff.

In addition, fines (2) are applicable for staff category, d, e, f,

CATEGORIES OF AUTHORITIES

Category of Staff	Nature of Punishment	Authority Competent	Appellant Authority
Staff (under a, c, d, e&f)	All Categories	Correspondent	Consultative Committee
Teaching Staff under b.	Categories 1 & 3	Principal & Correspondent	- do -
- do -	Categories 4 & 5	Consultative Committee	Board
- do -	6 & 7	Board Management	-
Staff appointed by National Council	up to Category 5	Board	National Council
	Category 6 & 7.	National Council	-

**SECRETARY OF THE BOARD OF
MANAGEMENT - CUM - CORRESPONDENT**

1. The Secretary-cum Correppondent shall submit periodic reports on the general administration to the Board of Management and the National Council.
2. The Secretary cum-Correspondent shall be responsible for the financial administration of the College including the duties of the Bursar.
3. The Secretary-cum-Correspondent will be responsible for all Correspondence with the Government of Tamilnadu, Director of Collegè and School Educations, University of Madras, U. G. C., Government of India and all agencies associated with the running of the College in India and abroad.
4. The Secretary-cum-Correspondent will also assist in the planning and development of the future of the College.
5. The Secretary-cum-Correspondent shall examine and pass for payments of accounts any bills for the ordinary current expenditure of the College and submit to the Board for special sanction of any extraordinary bill of expenditure. All ordinary expenses shall be limited to the amount sanctioned in the Budget.
6. The Secretary-cum - Correspondent shall require security or Fidelity Bond from employees of the College where he deems necessary, bonds for such amounts as the Board may fix.
7. The Secretary-cum - Correspondent shall draw cheques for any sums not exceeding Rs. 5,000/- in respect of payments supported by bills and vouchers;

DEAN

1. Implementation of the Scheme of Autonomy granted to the College, and liaise with the University, Govt., and the University Grants Commission in this regard.
2. He will be the advisor to all academic Committees Constituted under the autonomus schame,
3. He will function as Professor Emeritus, guide M. Phil and Ph. D. students and arrange for other guides and visiting Professors for these courses, if necessary. He will be the head of the M. Phil/Ph. D. Department.
4. At the year end will have to report to the Management on the evaluation of the work of the different staff.

PRINCIPAL

1. The Principal shall be responsible for the efficient training and discipline among the students. He shall consult the staff regarding changes in curriculum, conduct of examination, and other academic matters and the correspondence relating to these.
2. The Principal shall be responsible for the ordinary working of the college for the direction and control of the staff and for the discipline among the students.
3. All the teaching members of the staff shall constitute a College Staff Council. The Staff Council shall meet from time to time, as decided by the Principal, to discuss matters relating to the teaching and academic matters at the College and to plan and execute Programmes as decided by the Board of Management.
4. An imprest advance of Rs. 500/- can be held by the Principal to meet emergent expenditure under Hospitality, Medicines, exceptionally urgent repairs and conveyance. For this the Principal shall maintain proper account which will be subject to audit and he can periodically claim reimbursement when the previous advance is about to be over and settled so far.

ANNUAL REPORT OF TEACHING STAFF ON THEIR WORK**SELF EVALUATION - YEAR**

NAME :

DESIGNATION :

QUALIFICATIONS :

CLASSES TAUGHT - THEORY & :

PRACTICAL-SUBJECTS TAUGHT :

HAVE YOU PUBLISHED BOOK/BOOKS DURING THIS ACADEMIC YEAR ? NAME THEM :

1:

2:

3:

4:

HAVE YOU CONTRIBUTED ARTICLES TO PROFESSIONAL JOURNALS? LIST TITLE, NAME OF JOURNAL, ISSUE NUMBER ETC.,

1.

2.

3.

4.

5.

ARE YOU ENGAGED IN RESEARCH WORK ? LIST THE TOPIC/TOPICS :

1.

2.

3.

WHAT IS YOUR BEST CONTRIBUTION TO THE COLLEGE DURING THE YEAR ? BRIEFLY INDICATE :

WHAT ARE YOUR SUGGESTIONS FOR FUTURE IMPROVEMENT

DATE

(SIGNATURE OF STAFF)

STUDENT EVALUATION OF TEACHING STAFF

NOTE: This is a free and frank appraisal of Staff by students. please do not give your identity either by name or number. It is not intended to punish any one, but only to help the staff in areas which require attention and care.

Name of the Teacher : _____

Subject he/she taught : _____

Class : _____ Year : _____

1. Tick a or b or c or d or e.
Have you found him/her in his daily teaching :
Well prepared a) Always B) Often C) Occasionally
d) Seldom e) Never.
2. His/her Earnestness and enthusiasm in his/her work :
a) Good b) Very Good c) Very Fair d) Fair e) Poor
3. His conduct in co-educational institution :
a) Excellent b) Very Good c) Good d) Very Fair
e) Fair
4. His objectivity and fairness in internal-assessments :
a) Excellent b) Very Good c) Good d) Very Fair
e) Fair
5. Is he/she subject to favouritism :
a) always b) often c) occasionally d) seldom
e) never

6. Rate him on a 5 point scale. 5 being the maximum. Round the figure against each.

1. Is helpful with College work, explains lessons and assignments clearly and thoroughly and uses examples in teaching : 5, 4, 3, 2, 1.

2. Is cheerful, happy, good natured, jolly, has a sense of humour ; and can take a joke : 5, 4, 3, 2, 1.

3. Is human, friendly, companionable, 'one of us' ; 5, 4, 3, 2, 1.

4. Is interested in and understands pupils : 5, 4, 3, 2, 1.

5. Makes work interesting, creates a desire to work, makes class work pleasant and inspiring : 5, 4, 3, 2, 1.

LEAVE RULES FOR STAFF

1. No Employee can claim leave of any kind as of right.
2. No kind of leave can be availed of without obtaining prior sanction of leave.
3. Application for medical leave should be accompanied by a medical certificate from a qualified an registered medical practitioner atleast of the rank of a Civil Asst. Surgeon/College Doctor for all residents.
4. No leave will be generally sanctioned if the application is made after the leave has already been availed of.
5. Staying away from duty without obtaining prior leave will be treated as unauthorised absence entailing loss of pay for the days of absence, except in emergencies, unforeseen and unavoidable circumstances are to be established.
6. Combination of "A Medical Certificate for Medical Leave" with "A Medical Certificate of fitness to rejoin duty" is not permissible.
7. The sanctioning authority for leave for all staff shall be the Correspondent of the College. and for the Secretary, the Chairman of the Board of Management.
8. **Casual Leave** : 12 days an year
Earned Leave : 13 days per year - can be accumulated upto a maximum of 180 days or surrendered for encashment periodically

Medical Leave : 540 days for full service

5 years—3 months

10 years—6 months

15 years—9 months

20 years—12 to 18 months

Leave on loss of pay 5 years

Leave on half pay 6 months, 2 months at a time As per Govt. rules applicable to the College in consultation in with DCE

Study Leave

Maternity leave

3 months either before or after child birth. Full pay, upto two children.

LEAVE APPLICATION — FORM

To

The Correspondent,
YMCA COLLEGE of Physical Education,
Nandanam, Madras

Sri,

Please grant me (Type of leave).....
from.....to.....for.....(no. of
days) with permission.....

a) to avail of the Week and before and or after
the leave dates.....

b) when out of station — leave address :

In an emergency I promise to be back on duty when
required during the leave period.

Yours faithfully,

(Signature)

Date :

Designation :

Madras Residential Address :

- a. Leave Register is to be maintained by the Head Clerk.
Sample Register is attached.
- b. Substitute arrangements for teaching staff is to be made
by the Principal.

LEAVE APPLICATION — FORM

DAILY ATTENDANCE

The following shall be the normal working hours unless changed by the Principal for category a & b and by the Correspondent for category c to f.

(a) College Working Hours :

5.45 hrs — 8.00 hrs Practical Classes
 9.30 hrs — 13.30 hrs/10.00 hrs — 13.00 hrs Theory Classes
 15.45 hrs — 18.30 hrs Practical Classes
 Medical officer cum Asst. Professor, — as per appointment order

9.30 hrs — 10.30 hrs Dispensary
 10.30 hrs — 1.30 hrs Theory Lecture
 18.00 hrs — 19.00 hrs Dispensary & Supervision in
 Physiotherapy Section

(b) Librarian :

9.30 hrs — 13.45 hrs and 19.00 hrs — 21.15 hrs
 Physiotherapist — As mentioned in the appointment order reports for Theory Classes
 9.30 hrs — 13.30 hrs / 10.00 hrs — 13.00 hrs
 (also like Medical Officer between 6.00 to 7.00 p. m. he is to supervise Physiotherapy section)

(c) Non-teaching Staff — Office Staff :

10.00 hrs — 17.00 hrs with a Lunch break of 30 mts in between i.e. 1.45 p. m. to 2.15 p. m.

(d) Playground Work :

5.45 hrs — 8.30 hrs
 10.00 hrs — 12.00 hrs
 14.00 hrs — 18.30 hrs

(e) Sweepers and Scavengers :

6.00 hrs — 8.30 hrs
 10.00 hrs — 12.30 hrs
 15.45 hrs — 18.45 hrs

(f) Watchmen :

Day : 6.00 hrs — 18.00 hrs } Inrotation
 Night : 18.00 hrs — 6.00 hrs }

Strict punctuality is expected of all the categories of Staff. They should be available to commence the work at the place of duty.

— The Principal should ensure that (a) & (b) report for duty promptly.

— It is the responsibility of Head Clerk to ensure that (c) report for duty on time.

And the Estate Supervisor to see that the Head Marker and all others (d) (e) (f) report on time.

Attendance Register will be kept in the Office and the Principal should check the Register for (a) & (b)

The Head Clerk.....for (c)

& the Estate Supervisor for (d), (e) & (f)

Late reporting should be notified, to the Correspondent/ Principal.

Surprise check of the Registers should be done by the Correspondent.

Prior permission of absence may be requested by staff from the competent authority unless, he/she is held up due to unavoidable circumstances of sudden illness in the family late running of trains etc. in such cases, necessary ratification has to be sought for at the earliest opportunity.

Persistent or habitual late attendance is highly objectionable and will amount to lack of devotion to duty,

HANDING OVER / TAKING OVER PROCEDURE

1. There is a approved form for the taking over of the Correspondentship (p. 51 Tamil Nadu Private Colleges Act, 1976)
2. In case of other responsibilities where the job carries specific work involving
 - a. Handling files
 - b. Handling of Finance
 - c. Handling of equipment, Stationaries, Purchases, Library etc. handing over charge is essential.

FORM FOR HANDING OVER

1. (Name) _____ Designation _____

of the YMCA College of Physical Education, Madras-35 handed change of my responsibilities and the following with the knowledge of the Correspondent/Principal.

to (Name) _____ on (date) _____

Signaute

I (Name) _____ Designation _____

had taken over the above on this day.

Countersigned

Signature

CORRESPONDENT

PRINCIPAL

Teaching Staff leaving in the middle of the academic year need to obtain the following before relief.

- a. No dues Certificate from the office - Return of all Registers duly brought up todate
- b. Clearance from the Library
- c. A note on the portion of the syllabus covered up to the date and the class as a guide for follow on.
- e. He should leave his next address
- f. A certificate that he will hold himself responsible for any loss incurred during his services in the areas of his responsibility if found subsequently at the next audit.

ADVANCES & REFUND

Teaching and Non—teaching Staff :

- a. No advances will generally be given. Exceptional cases can be considered by the Correspondent and Financial Administrator/Finance Committee.
- b. Specific number of instalments may be stipulated for the return of the advance.
- c. Advances for College duty can be given. This must be settled within 3 days on Completion of event.

Students

- d. Refunds due to the students at the end of the academic year must be settled on or before the last day at the College.
- e. Student refunds must be duly stamped and signed by the concerned student. Details of deductions on their deposits may be varified by the students if required.
- f. Tuition Fees paid will not be refunded, even if the student attended for part of the session.

Other non refundable itmes are :

- a. Special Fees for the Semester
- b. Hostel rent fee for the Semester
- c. Development fund
- d. Campus Fee
- e. Hostel registration fees
- f. Mess Establishment fund
- g. Mess charges till date of departure
- h. Acquatics fees for that Semester
- i. University registration fee
- j. Damages
- k. Reading materials (Hostel)
- l. Health Services fee
- m. Intramural fee.
- n. College Journal fee.

SUMMER M. P. Ed. / M. phil

1. Daily attendance for the required period have to be maintained for each session to the students and staff. Those who do not maintain the minimum of attendance should not be sent for the examinations. These records are to be separately maintained for Government Grant purpose-This is more so under autonomy.
3. As far as possible Senior Staff need to be involved for this work so that the students may avail of the best of instruction and supervision.
3. Staff are on duty during lecture hours and will also make themselves available for consultation atleast one hour extra per day towards thesis writing by students. Dean/Principal shall monitor this special responsibility of writing of thesis by the candidates under the supervision of the concerned staff.

BANK TRANSACTIONS

As far as possible all transactions will be by cheques.

All Staff and students are advised to open his/her own bank accounts in a near by bank.

A minimum of Rs. 5/- only is required to open a S. B. Account by the staff and students.

As the students are either Graduates or Plus two level, they are mature enough to operate the Bank account. All students should have a bank account opened preferably at the time of admission itself.

WARDEN (PRINCIPAL)

1. The Warden shall be responsible over the work of the Dy. Warden, discipline over the hostel students and the proper functioning of the hostel.
2. In an emergency, he shall take on the spot decisions and keep the Secretary of the Consultative Committee informed.
3. The Warden shall have powers to alter hostel timings whenever necessary to bring about academic excellence.
4. He shall make surprise visits to the hostels and the Mess.
5. He shall liaise with College Doctor for medical aid and the hygienic upkeep of the hostels, water and sanitary arrangements so that the hostel life of the College may be a training ground for the theory courses on Health Education.
6. He shall be assisted by a Deputy Warden in the day to day working of the hostel and hostel Mess.
7. The Warden will scrutinise daily absence as presented by the Dy. Warden and take suitable disciplinary measures. He will be the authority to sanction leave of absence from the hostel for more than 3 days,
8. He shall keep Liaison with the parents of the students whenever necessary.
9. He should see that the Dy. Wardens enforce hostel rules strictly.
10. He shall supervise the provision of hostel amenities such as Dhoby, Barber, Control on Vendors and co-ordinate with the Correspondent on hostel matters.

DEPUTY WARDEN (Prof./asst. Prof.)

1. The Deputy Warden shall be appointed amongst the staff members by the Board of Management on the recommendation of the Principal and the Correspondent.
2. He shall visit the Hostel every night and take attendance which shall be passed on to the Principal for information and necessary disciplinary action in case of continued absence without permission.
3. He shall work with a Hostel (Elected) Committee of Students to run the mess-purchase-stock-issues-balance and control of mess servants. The final accounting would be his responsibility for the amount he draws from the Correspondent.
4. He shall calculate the monthly mess rates with the help of his committee and should keep the books ready at all times for verification by the Principal / Correspondent.
5. He shall check on the duties of the scavenger / sweeper and watchmen and mess servants on their daily tasks and bring it to the notice of Principal/Correspondent of any irregularity.
6. Leave of absence for less than 3 days from Hostel may be sanctioned by the Deputy Warden.
7. He shall check the sick list at the morning assembly and arrange for medical aid.
8. Leave of absence from the hostel for week-ends must be with the permission of the Deputy Warden.
9. Dy. Warden will Control guests at the Mess and they shall pay the guest charges.
10. He shall organise special hostel functions and projects to make life at the hostel educationally meaningful to the students.

LIBRARIAN

1. The College Library is a Reference Library and no book or Journal should be issued to the students or outsiders.
2. Staff members may barrow books 2 or 3 and keep the same for a period of two weeks. This period should not exceed 3 weeks on any account.
3. The Librarian should work from 9-30 a.m. to 1-30 p.m. and 7 to 9 p.m.
4. As open Shelf System is followed, the books need constant care - chemical dusting.
5. The Librarian shall carry out quarterly stock taking and submit a report to the Principal/Dean.
6. There will be an annual stock taking by a staff member appointed by the Principal/Dean.
7. Librarian should work out Topical references to various topics dealt with in the courses offered at the college-book and magazine.
8. Librarian should provide source material for Research Scholars who work for the M.Phil and Ph.D Programmes,
9. Librarian should look to the cleanliness and attractive display of new arrivals.
10. Librarian should devise techniques to make the staff and students use the Library / facilities better for greater academic enrichment.

ESTATE SUPERVISOR

1. He shall work directly under the Manager cum Correspondent and shall be responsible for the care and maintenance of the College Campus,—Buildings, Play grounds, Roads, Staff Quarters and all installations, with the help of the Markers Electrician, Swimming Pool Servants and Scavengers.
(Class IV Categories).
2. As for Markers on daily routine, he will supervise the Markers under the direction of Principal and concerned activity staff.
3. He shall look after the general cleanliness of the campus daily and carry out developmental work periodically.
4. Prevent unauthorised entry and occupation of the Campus.
5. Make devices to prevent stray cattle and sheep in to the play - fields - by strengthening fence all around and posting Watchman at strategic points at appropriate time and taking punitive action consultation with the Correspondent, Dean and the Principal
6. He shall help to lay the pathways and roads clearly marked with boundry stones and thus avoid cutting across playfields by students and outsiders.
7. Growing and maintenance of avenue trees and planting fruit yielding trees (Lime / coconut) all around the campus shall be a special seasonal responsibility.
8. In an emergency, make himself available for service under the Principal / Headmaster and post the Correspondent with required information.
9. He shall be responsible for all arrangements for College functions and guidance when outsiders use the Campus facilities.
10. He can employ daily or contract labour only on the specific sanction of the Correspondent for specific purposes and arrange purchases as per standing orders.

ELECTRICAL AND MECHANICAL SUPERVISOR

1. He shall work under the overall supervision of the Correspondent.
2. For day to day work, he shall take specific responsibilities from the Estate Supervisor.
3. He shall be responsible for the maintenance of all electrical systems - and their daily check up.
 - a) Road Lights
 - b) Hostels (Men & Women)
 - c) Residential Staff Quarters
 - d) College Buildings
 - e) Swimming Pool
 - f) Camp site
4. He shall be responsible for the maintenance and running of all water supply installations, arrangements and their daily check-up.
5. He should under take special electrical work, for all College functions.
6. He will assist the staff in charge upkeep of all electrical instruments - at the Research Lab and Physiotherapy departments and audio visual aids.
7. He shall maintain a daily register of work carried out and produce the same when called for by the Correspondent.
8. He should hold stock of all tools, electrical goods and accessories and account for the same.
9. Servicing of all water pumps and electrical installations on a routine basis must be a part of his daily routine in rotation
10. Safety of those who use the electrical facility in the Campus need special care of the Supervisor.
11. He will read the meters at the staff quarters etc. by the 2nd of each month and maintain the meter cards to enable the accounts department to make necessary recoveries.

PICNIC CENTRE - RESPONSIBILITIES AND PROGRAMMES

1. He will function under the Correspondent and will coordinate with the Principal, Swimming pool in charge and the Estate Supervisor.
2. The Picnic Centre Supervisor shall be responsible for developing the site, programmes facilities and popularise Camping and Picnic centre amongst Schools and the General Public.
3. An attractive folder on the Schemes, programmes and with rates for the use of the facilities may be prepared as a hand-out.
4. The Director of School & College Education and the State Scouts & Guides Association may be actively involved in enlarging the programmes so that our facilities and equipment may be put to proper use at all times.
5. A study of the programme of various Social Agencies, clubs, Church organisations and Private Groups, like the Lions Club, Rotary Club, and other social service organisation could be made and our programmes may be formulated to meet their needs and necessities.
6. If the tents and other camping equipment, are to be used, basic cement surfaced tent locations must be built in as a regular feature.
7. The Boat Club must be revived and a few Boats for Single Sculls, pairs and 4's may be provided as special attraction. State Rowing Association may be involed in providing the facilities.
8. The obstacle course is to be attached to the programme at the camping centre.

- 9. A children's playground with attractive apparatus if provided would enable families and leading Nursery Schools to bring their children at nominal rates periodically.
- 10. He will coordinate the film shooting programmes to the good advantage of the College - But he should avoid any disturbance to the College/School activities.

THE YMCA COLLEGE CAMPUS AND THE USE OF FACILITIES FOR FILM SHOOTING

1. The Correspondent shall be the authority to permit the use of the facilities by outside agencies. College work should not be interfered with when facilities are offered for film shooting or for other use by outside agencies.
2. Holidays, week-ends and off-hours may be used for film shooting generally.
3. No officially scheduled College classes may be cancelled unless an alternative location or modified programme is possible.
4. Film shooting could be permitted only on prior payment and authorised receipt obtained from the account section of the College Office.
5. During holidays the Camping Centre Supervisor is authorised to issue receipt from the specially allowed receipt book and he should have this ratified at the earliest with the Cashier and also by the Correspondent.
6. The supervisor will liaise with the Correspondent directly on all film shooting bookings and keep the Estate Supervisor informed when necessary.
7. During holidays and week-ends, when the Correspondent is not available, the Supervisor will co-ordinate the booking with an Asst. Professor nominated by the Correspondent who in turn will keep the Principal informed on all matters.
8. Necessary structural changes can be planned in the Campsite if renting out for film shooting is to be a regular feature.

9. All vehicles for film shooting (including two wheelers) as far as possible should use only the Swimming Pool entrance, viz the Butcery Road.
10. All Staff in residence may please cross-check with the office if payment for film-shooting had been made etc., whenever College facilities are used for such purposes.
11. A Committee consisting of the Correspondent, Dean, Principal Staff Representative and the Camping Centre Supervisor will meet periodically to monitor the effectiveness of this schemes.
12. The same procedure shall be followed in allotting the playfields, buildings, chapel and other facilities of the College to outside agencies by the Correspondent and the follow - up supervision by the Estate Supervisor.
13. Agencies using the facilities for play or film shooting etc., should undertake to pay for the damages to the property, if any, in addition to the accepted chagres. An advance (Refundable) may be collected for this purpose.
14. Normally, no facility is let out free to any agency.
15. A part of the income accruing under this head may be used to build a capital fund to improve the facilities regularly with the approval of the College Finance Committee.

CODE OF CONDUCT - GENERAL

I. **Work Place Policies**

To maintain the highest Code of Conduct the Management has laid out certain Work Place Policies (WPP).

The ultimate goal of policies and procedures is to improve performance and compliance with YMCA standards by correcting unsatisfactory behavior. YMCA's Code of Conduct for staff and volunteers calls for highest standards of accountability, honesty and integrity and enforces compliance with the letter and spirit of any training or orientation provided, and adherence to policies and procedures.

This calls for all staff and volunteers to take responsibility for all their actions and decisions and not to exceed the authority of their positions. The following acts will constitute "Misconduct":

a) **Substance Abuse**

Smoking, Alcohol, Drugs consumption is prohibited in the Workplace. Any staff in possession of Drugs will be dealt with in keeping with the law of the land.

b) **Damage and Losses**

Equipment provided to the staff/Secretaries is the responsibility of the respective staff and any deliberate damage will be recoverable from the concerned staff.

c) **Conservation and Recycling**

Being environment-conscious, staff should try to save maximum energy, water and other office material.

d) **Email Usage**

Using the organization's resources to seek out, access or send any material of an offensive or defamatory nature is prohibited and will result in disciplinary action up to and including termination of employment.

e) **Unacceptable Behavior**

Disciplinary action will be taken on the following grounds of unacceptable behavior:

- i) Supplying false or misleading information as a means of obtaining employment
- ii) Use of intoxicating liquor or drugs during working hours
- iii) Theft or willful damage to YMCA property or property of the employees
- iv) Carrying of weapons
- v) Failure or refusal to perform work as directed, or willful neglect of duty
- vi) Immoral conduct that violates the common decency of fellow employees
- vii) Excessive tardiness
- viii) Absence without approval
- ix) Submitting inaccurate time sheets
- x) Use of YMCA position for personal advancement

II. On Job Injuries

Accidents or injuries while on job should immediately be notified to the Secretary, Finance & Administration who will arrange for medical attention and determine insurance claims if any.

III. Confidentiality Concerns

- 1) Access to the employee's personal file is strictly limited to the employee and the National General Secretary or his/her authorized person.
- 2) All staff will respect and maintain national confidentiality of information gained during the course of their engagement with the YMCA, including, but not limited to all computer software and files, documents, printouts and all member, volunteer, employee, customer, donor and supporter records.
- 3) Respect and maintain the confidentiality of individual, personal information about self-help groups, children, and other persons supported through the various projects and social-intervention or publishing programmes, support-groups, meetings or in-service programmes.
- 4) All persons shall keep confidential and shall not during their employment or anytime after termination thereof without the express written consent of the YMCA disclose to any person, organization, donor, financial or business information which they have acquired during the course of employment.
- 5) Each staff will sign an oath certificate which shall be maintained in their personal file.

IV. Work places/offices

- 1) Each staff is personally responsible for their respective work place/office
- 2) Work-place/office has to be kept clean, dust-free at all times
- 3) Work-place/office should be free of offensive, obscene or hurting articles or materials
- 4) Ensure safekeeping of all furniture, equipment and facilities
- 5) Music will not be allowed during work hours at the work-place/office

V. Conflict of Interest

YMCA employees shall not engage, in conduct resulting in real, potential or apparent conflict of interest.

In the event such a matter arises, the concerned person shall formally disclose the interest, refrain from attempting to influence other persons participating in the decision and shall not cast their vote in the matter.

VI. Harassment or Discrimination

As per in house Harassment policy, any form of discrimination or harassment directly or indirectly towards any staff with any chronic disease or disability, is considered to be misconduct warranting necessary disciplinary action.

Staff indulging in any conduct whether verbal or physical that is discriminatory in nature based upon a person's caste, race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation will be liable to be charged with discriminatory behavior.

VII. Sexual Harassment

Sexual harassment is any conduct, comment, gesture or contact or advancement of a sexual nature or pornographic exhibition that a person would find to be unwarranted, unwanted, un-welcome by any individual or that might, on reasonable ground be

perceived by that individual as placing a condition of sexual nature on an employment or career development. A complaint in this regard will be made by the concerned employee to the National Council of YMCAs of India and be referred to the Internal Complaint Committee, whose recommendation will be forwarded to the National Executive Committee.

VIII. Discipline

The role of YMCA management in fostering growth and understanding is an important part of creating a positive work environment and promoting positive behavior.

IX. Grievance

In order to provide an orderly and speedy procedure for the settling of a grievance, the management acknowledges the right of the staff and lays down a grievance redressal procedure, as in Para XI.

X. Dress Code

Dress is gender neutral without any specifications, appropriate to work-place requirements.

XI. Settling of Grievances

An earnest effort shall be made to settle grievances fairly and promptly in the following manner.

Step 1. Aggrieved employee or volunteer shall submit the grievance to the NGS in writing within 15 working days of the occurrence of the event leading to the grievance and the NGS shall take appropriate action within 10 days to settle the issues.

XII. Expenses Policy

YMCA expects the staff/Secretaries/team-leaders/responsible persons to act responsibly and professionally when incurring and submitting expenses.